



Run Vendor Address List Report Online Help Procedure

Purpose

Use this procedure to display a vendor's address information.

Trigger

Perform this procedure to display a vendor's address.

Prerequisites

- Vendor Master Data Record

Menu Path

Use the following menu path to begin this transaction:

- Purchasing ➔ Purchasing Reports ➔ Purchasing Reports ➔ Vendor Address List Report

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.

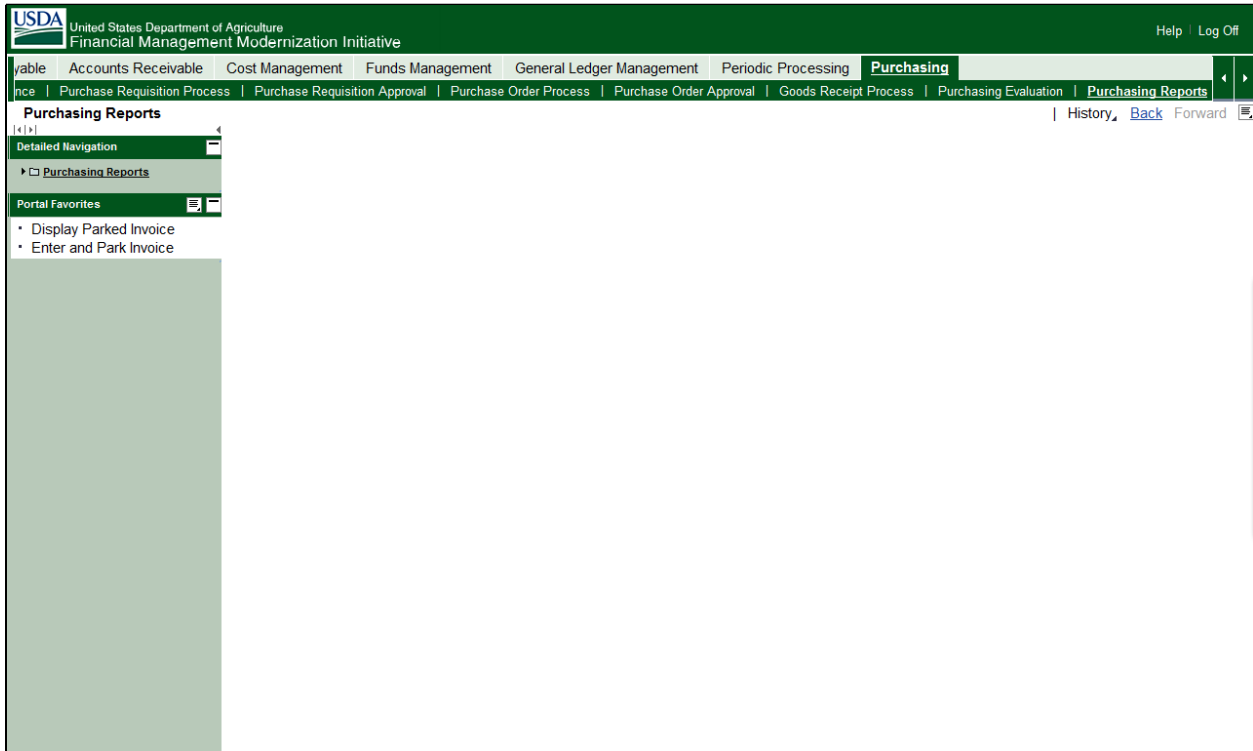


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Procedure

1. Start the transaction by accessing the **Purchasing** tab **Purchasing**.

Purchasing Reports - FMMI Portal



2. Click the **Purchasing Reports** business activity **Purchasing Reports**.



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Purchase Order List Display by Vendor Report - FMMI Portal

- Click the **Vendor Address List Report** transaction link [Vendor Address List Report](#).



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List of Vendor Addresses

The screenshot displays the 'List of Vendor Addresses' report interface within the FMMI system. The top navigation bar includes the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. The main content area is titled 'List of vendor addresses' and contains several sections: 'Vendor selection' with a 'Vendor account' field and a search icon; 'Selection using search help' with 'Search help ID' and 'Search string' fields and a 'Search help' button; and 'Program selections' with a 'Decimal comma instead of decim' checkbox and an 'Output format' section. The 'Output format' section includes radio buttons for 'SAP List Viewer', 'ABAP List' (selected), 'Graphic', 'ABC analysis', 'Executive Info System (EIS)', 'File store', and 'Save with ID', as well as checkboxes for 'Display as table', 'Word processing', and 'Spreadsheet'.

4. Click the **Search** icon  for the Vendor account field.



The user can either manually enter the vendor number or click the Search button. This example demonstrates how to access the vendor using the Search functionality in FMMI.



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Account Number of Vendor or Creditor (1)

USDA United States Department of Agriculture Financial Management Modernization Initiative Help Log Off

Accounts Receivable Cost Management Funds Management General Ledger Management Periodic Processing **Purchasing**

Purchase Requisition Process Purchase Requisition Approval Purchase Order Process Purchase Order Approval Goods Receipt Process Purchasing Evaluation **Purchasing Reports**

Vendor Address List Report History Back Forward

List of vendor addresses

Menu Save as Variant... Back Exit Cancel System Execute Dynamic selections

Account Number of Vendor or Creditor (1)

Search Criteria

Category Vendors (General)

Search term

Postal Code

City

Name

Vendor

Maximum No. of Hits 500

Start Search

5. As required, complete/review the following fields:

Field	R/O/C	Description
Name	O	Denotes the field where you can enter the actual name of the vendor. Example: SOUTH*



The user can search for the vendor using any of the search criteria displayed. For this example, the vendor is located using the vendor's name.

6. Click **Start Search** button .



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Account Number of Vendor or Creditor (1)

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Help Log Off

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Vendor Address List Report History Back Forward

List of vendor addresses

Menu Save as Variant... Back Exit Cancel System Execute Dynamic selections

Account Number of Vendor or Creditor (1)

Search Criteria

SearchTerm	PostalCode	City	Name 1	Vendor
30144	KENNESAW	SOUTH PLUMBING		1100000855
SOUTH FIRE	30308	ATLANTA	SOUTH FIRE INC	1700000000
SOUTHEAST	37247	NASHVILLE	SOUTHEAST CIVIL RIGHTS	1500000007
SOUTHWEST	69153	OGALLALA	SOUTHWEST AUTO TECH LLC	1100000413

4 Entries found

7. Select the appropriate vendor

30144	KENNESAW	SOUTH PLUMBING	1100000855
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To view the address for multiple vendors, enter the second vendor number in the field to the right of the word "To."



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8. Click the **Execute** button .



The vendor's address displays.



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Vendor Address List Report History Back Forward

List of vendor addresses

Menu Saving... Back Exit Cancel System List overview Previous Section Next Section Display totals only Call Up Report Display as Table ALV Graphic File store Word processing More...

Vendor Location	Name 1	Street name	Ctr	Postal cod
1100000855	SOUTH PLUMBING	61 PEST ST	US	30144
Kennesaw				
Number of country keys US			1 *	*
Total number			1 **	**

9. The transaction has been completed successfully. End of procedure.



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Comments

Refer to the following additional materials.

- Purchase Order List Display by Vendor Report
- Purchase Order List Display by Material Group Report
- List Purchase Orders
- Vendor Analysis List Report
- Display Changes to Vendor Report
- Vendor List Report
- Purchase Requisition List Display Report
- Vendor Analysis: Purchasing Values Report
- Material Document List Report
- Purchase Requisition by Account Assignment Report
- Purchasing Document by Account Assignment Report